Figure 198: Edit Print Ranges dialog

2) If only a single range is defined, then clicking anywhere in the *Print Range* text box displays the defined print range bounded in blue, as shown in Figure 199.

Figure 199: Single print range marked by a bounding box

3) Multiple cell ranges can also be defined by separating each range with a single comma. This can be done with the keyboard by typing in a comma and the cell references, using the same format as the print ranges already defined in the *Print Range* text box. Remember to separate the cell references with a colon. New cell ranges can also be added by holding *Ctrl* as you select the cell range using the cursor.

4) To remove a print range, select the print range in the *Print Range* text box and delete it. Make sure the remaining print ranges are separated by a single comma and there is not a comma at the end of the sequence.

5) Click **OK** to save your changes and close the dialog.

Viewing print ranges

After print ranges have been defined, they are formatted with automatic page breaks. To view the page breaks, go to **View > Page Break** on the Menu bar to open the preview (Figure 200).

The print ranges are outlined by default with a blue border and contain a pale gray page number in the center of each page. The non-printing area of the spreadsheet normally has a gray background.

To exit the page break preview, go to **View > Normal** on the Menu bar.